EXECUTIVE SECRETARIAT
Routing Slip

TO:			ACTION	INFO	DATE	INITIAL
	1	DCI				
	2	DDCI				
	3	D/ICS				
	4	DD/NFA				
	5	DD/A				
	6	DD/O				
	7	DD/S&T				
	8	Chm/NIC				
	9	GC				
	10	IG				
	11	Compt				
	12	D/EEO				
	13	D/Pers				
	14	D/OPP				
	15	C/EAS/OPP				
	16	C/IAS/OPP				
	17	AO/DCI				
	18	D/TfE		✓		
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		SUSPENSE		Date		

Remarks:

Executive Secretary
1/27/82
Date

3337 (16-81)

HARVARD UNIVERSITY

PROGRAM ON INFORMATION RESOURCES POLICY

ANTHONY G. OETTINGER
Chairman

JOHN C. LeGATES
Director
(617) 495–4114

January 15, 1982

<u>SPRING SEMINAR SCHEDULE</u>

All seminars are held on Mondays between 4 and 5:30 pm in Room 241 of
the Aiken Computation Laboratory, 33 Oxford Street, Cambridge, MA *
****

Feb. 1   MORRIS H. CRAWFORD, Research Consultant, International Informatics
           (retired U.S. Foreign Service Officer and former Executive
           Secretary of the Department of State Inter-Agency Committee for
           International Computer-Communication Policy
           "Information Trade Competition in the Global Village"

Feb. 8   MELVIN GOLDBERG, Vice President, News, Social and Technology Research,
           ABC Television
           "Consumer Attitudes Towards The New Media"

Feb. 15   a holiday, no seminar.

Feb. 22   KARL P. SAUVANT, Center on Transnational Corporations, United Nations
           "Transborder Data Flow and the Undeveloped Countries"

March 1   WILLIAM DOBIAS, Vice President, Development, World Book-Childcraft
           International, Inc.
           Topic to be announced.

March 8   ROBERT S. JACKSON, Special Assistant to the President, MCI Corporation
           "Intra Industry Financial Relationships in a Competitive Environment"

March 15   DANIEL PICCONE, IBM Director, Telecommunications Practice, IBM
           "IBM's View on Computer II and the Rewrite of the Communications Act"

March 22   To be announced.

March 29   To be announced.

April 5   To be announced.

April 12   ROB KLING, Professor, Department of Information and Computer Science,
           University of California, Irvine
           "Web Models: Computer Technology as Social Organization"

April 19   there will be no seminar

April 26   there will be no seminar

May 3   To be announced

May 10   To be announced

* Conference call hook-up available. See enclosed instructions.

200 AIKEN ● CAMBRIDGE, MASSACHUSETTS 02138

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Participation in 1981-82 Seminars by Conference Call

Participation will be on first come, first served basis. The charge for the service is $80 per line for affiliates of the Program. The charge for those other than affiliates is $115 per line.

Please call Janice Thompson before noon on any scheduled Monday to reserve a line for that Monday (617-495-4114).

*** TIPS FOR EFFECTIVE PARTICIPATION ***

1. Between 3:45 pm and 4:00 pm, please keep your line clear and have someone available to answer it so the conference operator can hook you up for on-time start.

2. If you use a speaker phone, please take the precautions suggested in the letter from New England Telephone printed on the reverse of this page.

3. In case any trouble develops do not hang up but call the New England Telephone Company Conference Supervisor in Boston (Pat O'Keefe on (617)-743-4362) and report the fact that you are having trouble. (Your local operator can do this for you free of charge.) PLEASE do not call our office; we can't help from here.

4. At the end of each seminar, please stay on the line for about a minute. We will ask you how it went. If you aren't there at the end, please call us the next day to let us know what happened. Any comments and advice will be welcome.

In addition, we offer the following advice from a frequent teleconference participant:

"We have a WE unit-switch 680 AR 8-76 and loudspeaker set 108 AR 8-76. When we want receive-only, we simply hold the switch in the On position (by laying a stapler on it)."

(over)

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New England Telephone

To all participants in the Harvard University Telephone Lecture Conference held weekly.

SUBJECT: Use of Speaker Phones

To anyone participating in the Conference Telephone Hookup for the weekly Lecture that use speaker phones. A word of caution - some types of speaker phone arrangements have (automatic noise blanker circuits) built in. This circuit is activated by any noise in close proximity of the microphone, and shuts down the receiver, thus losing some portion or portions of the Conference.

It is my suggestion that to reduce the possibility of this problem arising, that all those who use a speaker phone hookup be cautioned not to make any unnecessary noise in the vacinity of the equipment.

Type of noise problems:

1. Pencil tapping or shuffling of paper

2. Unrelated or unnecessary conversation

3. Air conditioners or fan noise etc..

Respectfully,

Russell Castor
Foreman/Test